	John McGivney Children's Centre School Authority Staff and Volunteers	PR 3003
	Code of Conduct Procedure	

1. Statement of Purpose

The John McGivney Children's Centre School Authority (JMCCSA) is committed to supporting a school strategy for promoting safe, inclusive, and accepting employee workplace climate, free from inappropriate conduct and violence.

The JMCCSA is committed to the principles of equity and inclusive education which value and promote Human Rights and social justice in all of its policies, programs, guidelines, operations and practices.


The working environment of the JMCCSA employees ensures the rights and responsibilities of all employees within the Employee Code of Conduct. Our practices will focus on prevention and will foster dignity and respect with the goal of providing safety for all through firm, fair and progressive strategies designed to promote self-respect and respect for others.

2. Scope

2.1. This Code of Conduct applies to all employees at the JMCCSA and it is the expectation that all policies and procedures will be followed by all employees of the JMCCSA, including employees of third-party service providers and volunteers. It is not intended to conflict with or diminish rights afforded to all persons under the Ontario Human Rights Code (OHRC), any other policies, codes of conduct, collective agreements or applicable standards of professional practice. Any employee who contravenes the Employee Code of Conduct policy and/or procedure may be subject to disciplinary actions up to and including termination of employment where appropriate, as per the *Correcting Employee Behaviour and Progressive Discipline Procedure*.

2.2. The Employee Code of Conduct applies to all employees and third-party services providers while on school property, on school

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buses, at school-related events or activities, before and after school programs or in any other circumstance that could have an impact on the workplace climate.

3. Complying with Legislation

- 3.1. All employees and third-party providers will be seen to comply with all of the laws of Canada and the Province of Ontario, regulatory bodies, collective agreements and any contractual obligations resulting from the employee's employment or employment duties and/or any contractual obligations of the School Authority.
- 3.2. When acting on behalf of the School Authority, no employee or service provider shall at any time take any action that they know or ought reasonably to know violates any applicable legislation or regulation.
- 3.3. It is the responsibility of all employees and third-party service providers to ensure that all information they communicate in the course of their duties is accurate and complete. No employee or third-party provider shall withhold information or knowingly mislead members of the School Authority, management, parents/guardians, students or the public.
- 3.4. It is the responsibility of all employees and third-party service providers to familiarize themselves with their duties and any requirements of them as prescribed by the Education Act and Regulations, the Municipal Freedom of Information and Privacy Act and Regulations and any other Act or Regulation that may be applicable to their employment duties
- 3.5. All employees and third-party service providers are responsible for immediate reporting to the principal any suspected illegal behaviour or behaviour that contravenes this or any other policy of the School Authority.

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4. Guiding Principles

- 4.1. All employees and third-party service providers are to be treated with dignity and respect.
- 4.2. All employees and third-party services providers are expected to prevent and immediately report bullying and encourage the use of non-violent and respectful means of conflict resolution.
- 4.3. All employees and third-party service providers are to promote safety of individuals in the workplace.
- 4.4. All employees and third-party service providers are to maintain an environment where conflict and difference can be addressed in a manner characterized by respect and civility.

5. Standards of Behaviour

- 5.1. Standards for employees and third-party service providers include, but are not limited to:
 - 5.1.1. Respecting and complying with applicable federal, provincial and municipal legislation and regulatory bodies;
 - 5.1.2. Demonstrating honesty and integrity;
 - 5.1.3. Respecting the rights of, and differences in, others, their ideas and opinions;
 - 5.1.4. Treating each other with dignity and respect at all times, particularly when there is a disagreement;
 - 5.1.5. Respecting and treating others fairly in accordance with the Ontario Human Rights Code (OHRC)
 - 5.1.6. Showing appropriate care and regard for JMCCSA property

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and the property of others;

- 5.1.7. Demonstrating reasonable cooperation with all stakeholders;
- 5.1.8. Seeking assistance from those in authority, where necessary, to come to a resolution of conflict in a respectful manner;
- 5.1.9. Respecting the needs of others to work in an environment that is conducive to a positive working environment;
- 5.1.10. Using respectful language at all times, refraining from swearing and the use of vulgar language;
- 5.1.11. Refraining from engaging in online activity that disrespect or insult students, parents/guardians or employees or promotes false, misleading or discriminating information;
- 5.1.12. Maintaining professional boundaries at all times and in all forms of communication; and
- 5.1.13. Refraining from inappropriate personal use of cell phones, computers or audio devices during work time.


6. Unacceptable Behaviour

- 6.1. All employees and third-party service providers must not:
 - 6.1.1. Engage in any type of bullying behaviour;
 - 6.1.2. Commit or threaten assault of any kind;
 - 6.1.3. Sell or offer to sell weapons or illegal drugs;
 - 6.1.4. Offer or give alcohol, cannabis or cannabis products to a minor;

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- 6.1.5. Engage in theft or attempted theft of property of the School Authority, it's staff or students;
- 6.1.6. Be in possession of any weapon on School Authority property;
- 6.1.7. Threaten or intimidate another person;
- 6.1.8. Cause injury to another person;
- 6.1.9. Be in possession of, or be under the influence of drugs or alcohol or be unfit for work due to any substance including prescribed medication;
- 6.1.10. Smell of alcohol or marijuana while at work or while engaged in assigned duties or extra-curricular functions;
- 6.1.11. Engage in hate propaganda or other forms of behaviour (including social media comments) motivated by hate, discrimination or bias;
- 6.1.12. Commit an act of vandalism that causes damage to JMCCSA property or others' personal property;
- 6.1.13. Engage in any other behaviour that may result in a negative impact or perceived negative impact to the School Authority, its reputation, or to students, staff or school community.

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Applicable Documents:

Document/Form Nbr.	Title
Mission & Vision	JMCCSA Mission and Vision Statement
	Ontario Human Rights Code
	Education Act
	Municipal Freedom of Information and Privacy Act (MFIPA)
	Working for Workers Act (2021)
P 3003	Employee Code of Conduct Policy
PR 3003	Employee Code of Conduct Procedure
P 3016	Employee Human Rights Policy
P 3006	Workplace Harassment and Sexual Harassment Prevention Management Program

EFFECTIVE DATE: April 18, 2024

LAST REVISION DATE:

NEXT REVIEW YEAR: 2028-2029

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